



TreasuryDirect

TREASURY MARKETABLE SECURITIES TENDER INSTRUCTIONS

PURPOSE - Treasury marketable securities are sold by auction. You may use the *Treasury Marketable Securities Tender* (PD F 5381) to purchase one Treasury security to be held by the Department of the Treasury in your book-entry account in *TreasuryDirect*.

IMPORTANT NOTICES - Read the instructions carefully and print clearly in ink only. Tenders will not be accepted with alterations or corrections. Where spaces are provided, enter only one number in each space. Where circles are provided for specific choices, darken the circle completely.

Since Treasury auctions are held in the single price format, all securities in a particular auction are awarded at the same rate/yield.

As a noncompetitive bidder, you may not bid competitively in the same auction. There are several additional restrictions applicable to noncompetitive bidders that are provided in paragraph 356.12(b)(2) of Treasury Circular No. 1-93 (31 CFR Part 356).

If you have more than \$100,000 total par in your *TreasuryDirect* account, an annual account maintenance fee of not less than \$25 will be charged—usually in May (approved under Public Law 103-329).

COMPLETING THE TENDER - If you are purchasing this security to be added to an existing *TreasuryDirect* account, you may omit Sections 6, 7, and 8—but you must complete Section 2.

- BID INFORMATION** - This section must be completed. Enter the par amount of your tender in the area provided. **When we receive a tender that has no indication of the bid type, we accept it as a noncompetitive bid.**

Per Auction	Minimums	Multiples	Noncompetitive Maximums	Competitive Maximums
Bills, Notes, and TIPS	\$1,000	\$1,000	\$5,000,000	35% of Offering Amount

Noncompetitive Bidding - This is what most *TreasuryDirect* investors choose. A noncompetitive bid guarantees you'll get the full amount of the security you want at the rate or yield determined at the auction.

The price of Treasury marketable securities is determined at the auction. As a noncompetitive bidder, you may be required to **pay** an additional amount if the auction calculations result in a premium or if accrued interest and/or inflation adjustment is due. You will receive a notice with an explanation of any amounts due.

Competitive Bidding - You must submit competitive bids by mail or fax. Call 1-800-722-2678 for fax instructions. For **notes**, state your bid for the yield to three decimal places (for example, 4.256%). For **TIPS**, state your bid for the yield to three decimal places (for example, 4.256%). If you are placing a negative bid, place a minus sign (-) in the box immediately preceding your bid (for example, -0.256%). (See **Note About TIPS** below for additional information.) For **bills**, express your bid for the discount rate in half-basis points ending in 0 or 5 (such as 5.000%, 4.005% or 8.010%). Although your bids will be to three decimal places, we will calculate the price of an auctioned security to six decimal places (for example: \$99.123456). Bids that are submitted with less than three decimal places will be accepted but we will insert a "0" for any missing number on the bid.

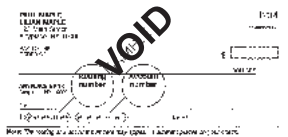
Note About TIPS: Whether you are bidding competitively or noncompetitively, should the accepted auction yield be 0% or less, the security will not have regular semiannual interest payments. The yield will be adjusted for inflation throughout its lifetime, thus posting changes at maturity (or sale). In this case, where the accepted auction yield is 0% or less, the interest rate will automatically be set at 0% (never anything lower) for all buyers.

- TreasuryDirect ACCOUNT NUMBER** - If the securities are to be added to an existing *TreasuryDirect* account, enter the *TreasuryDirect* account number. This number can be found on your *Statement of Account*. If an account number is not furnished, a new account will be opened. **Do not** fill out this section if you are opening a new account.
- TAXPAYER IDENTIFICATION NUMBER** - This section **must** be completed. Enter the taxpayer identification number required on tax returns and other documents submitted to the Internal Revenue Service (IRS). For individuals, this is the social security number (SSN) of the person whose name appears FIRST on the account. The SSN of a minor or incompetent is required for accounts established in a fiduciary capacity for these individuals. In the case of a partnership, company, organization, or trust, use the employer identification number assigned by the IRS. If you are not a United States citizen, please attach an IRS Form W-8BEN or W-8ECI, as appropriate.
- TERM SELECTION** - This section **must** be completed. Select **one** option for the term of the security you want to purchase. If you are buying a 13- or 26-week bill, choose the number of times you would like your bill automatically reinvested when it matures. Scheduled reinvestments may be cancelled or changed by calling *TreasuryDirect* or by using a *Reinvestment Request* (PD F 5180), available from your Treasury Retail Securities Site or at www.treasurydirect.gov. Requests for such actions should be received at least ten (10) business days before the maturity of the bill scheduled for reinvestment. Your scheduled reinvestment will be processed as a noncompetitive bid; the new bill usually will not have the same price and rate of return as the matured bill. Always look for up-to-date information on auctions. It's easy to find this information at www.treasurydirect.gov, your newspaper, or you can call 1-800-722-2678. **[Note: Treasury may offer "reopenings" of previously issued securities, creating a shorter term than usual. (For example, a reopened 5-year note could carry an actual term of 4 years and 11 months instead of an even 5 years.) If unsure, always refer to the offering announcement for the security you're buying. Announcements are available at: <http://www.publicdebt.treas.gov>.]**
- ACCOUNT NAME** - This section **must** be completed. If the tender is for a new account, enter the name(s) of the owner(s) for whom the *TreasuryDirect* account will be established. Accounts may be established in the name(s) of one or two individuals, an estate, a trust, corporation, association, natural guardian, etc. If you have two names, you must include a connective (and, or, or POD). See table of common registrations on the reverse of the tender. If the tender is for an existing account, enter the name(s) from your *Statement of Account*.

6. **ADDRESS** - (Required for new accounts or changes to existing accounts.) Provide a complete address, including ZIP code. All mailings (including notices, statements, confirmations, checks [where permitted], and tax-reporting documents), will be sent to this address.
7. **TELEPHONE NUMBERS** - (Required for new accounts or changes to existing accounts.)

Has your address or phone number changed? Provide the new information on your tender, by accessing our website, or by calling 1-800-722-2678. To change an account name or payment information, submit a *Transaction Request* (PD F 5178).

8. **PAYMENT INFORMATION** - (Required for new accounts only.) Payments to you will normally be made by direct deposit to the financial institution account you designate. (This is also the account that will be debited when you choose *Pay Direct* as the method of payment.) Payments will be made by check if a payment is due to you before we have confirmed direct deposit arrangements for your account. If both the *TreasuryDirect* account and the receiving financial institution account are in the names of individuals, then at least one of the individuals named on the *TreasuryDirect* account must also be named on the deposit account at the receiving financial institution. The ROUTING NUMBER can be obtained at your financial institution or found on the bottom line of a check (see following example). When providing your ACCOUNT NUMBER, please include any hyphens. A hyphen is represented by the symbol **---**.



For new accounts: We suggest you provide a **voided** check with your tender. This will enable us to verify your payment routing information – and prevent delays in your receipt of direct deposit payments.

Caution: Credit unions and some financial institutions use payment routing information which is not fully displayed on a check.

9. **PURCHASE METHOD** - This section **must** be completed. Choose how you want to pay for your security - *Pay Direct*, check, or other - and enter the total amount of any attached payments. Personal checks will be accepted for notes and TIPS, but only cashiers or certified checks will be accepted in payment for bills. If more than one check is submitted, list the amount of each check separately. **31 CFR Part 356.34 provides for assessment of a penalty of 1% of the par amount of securities awarded in an auction if the bidder fails to pay for the securities in a timely manner.**

Pay Direct® Check with your financial institution to verify your account can accept debit transactions. To authorize *Pay Direct*, you are required to have an established *TreasuryDirect* account with current and complete payment information on file for at least two weeks. Your account at the financial institution designated in *TreasuryDirect* will be charged for the purchase price of this security on the issue date—minus any discount and including premium or accrued interest where applicable.

Please make checks payable to *TreasuryDirect*. Checks issued by a commercial bank, savings and loan, credit union, or other financial institution are acceptable forms of payment. Personal checks are **only** acceptable for notes and TIPS. If using a personal check for bills, the financial institution on which it was drawn must certify the check. **[Note: A check issued by the Treasury Department or a Federal Reserve Bank in payment of a matured Treasury obligation is also acceptable, provided the tender is submitted in the same name(s) as the payee(s) of the check.]** Tenders which are accompanied by checks that do not meet these criteria will be rejected. **All checks are deposited immediately upon receipt.**

If you want to use definitive (registered or coupon) Treasury securities for payment, they must mature on or before the settlement (issue) date of the new securities. Send the securities with your tender to the Definitives Section, Bureau of the Public Debt, P.O. Box 426, Parkersburg, WV 26106-0426. We recommend using registered mail for assigned registered securities and insured registered mail for bearer securities and registered securities that are assigned as “payable to the bearer.” **[Note: Only send tenders with securities as payment to the Definitives Section address. Sending other tenders here may result in missing an auction date.]**

10. **AUTHORIZATION** - This section **must** be signed and dated (even if you did not choose *Pay Direct*). Tenders in the names of two individuals may generally be signed by either. However, if the tender is for a new account and the second-named person signs, then an IRS Form W-9 signed by the first-named owner must be submitted with the tender. If the IRS has notified you that you are subject to backup withholding and you have not received notice from the IRS that backup withholding has terminated, you should strike out the language certifying that you are not subject to backup withholding. **Reminder for Pay Direct:** If another individual is required to sign for withdrawals on the account maintained at your financial institution, he/she must also sign this authorization.

SUBMISSION - Submit this tender to the Treasury Retail Securities Site serving your geographic area. If you are a new customer, please send this tender to one of these offices:

Treasury Retail Securities Site
P.O. Box 567
Pittsburgh, PA 15230-0567

Treasury Retail Securities Site
P.O. Box 9150
Minneapolis, MN 55480-9150

To be considered for a given offering, a competitive bid must be received by the time designated in the offering announcement. Noncompetitive tenders that are postmarked no later than midnight the day before the auction and received by the issue date of the securities being offered will be accepted. Tenders for 13- and 26-week bills that are not received by the issue date will be placed in the next auction. Tenders for notes and TIPS that are not received by the issue date will be rejected and returned.

You may fax a competitive tender—but not noncompetitive tenders. For information on faxing a competitive bid, call us at the number shown below.

CONTACT - Call us toll-free in the United States at 1-800-722-2678. Outside the U.S.? Call us at (304) 480-6158.

CONFIRMATION OF ACCEPTED TENDERS: You will receive a *TreasuryDirect Statement of Account* confirming the deposit of securities in your account.